

# Membership Balance Plan

## ENVIRONMENTAL PROTECTION AGENCY

### 1. FEDERAL ADVISORY COMMITTEE NAME

*State the legal name of the FAC*

Clean Air Act Advisory Committee

### 2. AUTHORITY

*Identify the authority for establishing the FAC*

Agency Authority, Deputy Administrator approval document.

### 3. MISSION/FUNCTION

*Describe the mission/function of the FAC*

The Clean Air Act Advisory Committee (CAAAC) provides advice, information and recommendations on policy and technical issues associated with implementation of the Clean Air Act Amendments of 1990 (the Act). These issues include the development, implementation, and enforcement of programs required by the Act, with the exception of the provisions of the Act that address acid rain. The programs falling under the purview of the committee include those related to the National Ambient Air Quality Standards, emissions from vehicles and vehicle fuels, greenhouse gas emissions, air toxic emissions, permitting and collecting fees, and other compliance authorities. The CAAAC may advise on issues that cut across several program areas.

The major objectives are to provide advice and recommendations on:

- a. Approaches for new and expanded programs, including those using innovative technologies and policy mechanisms to achieve environmental improvements.
- b. The potential health, environmental, and economic effects of Clean Air Act programs on the public, the regulated community, State and local governments, and other Federal agencies.
- c. The policy and technical contents of proposed major EPA rulemaking and guidance required by the Act in order to help effectively incorporate appropriate outside advice and information.
- d. The integration of existing policies, regulations, standards, guidelines, and procedures into programs for implementing requirements of the Act.

#### 4. POINTS OF VIEW

*Based on understanding the purpose of the FAC,*

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The CAAAC will be composed of approximately forty (40) members who will serve as Representative members of non-federal interests, Regular Government Employees (RGEs), or Special Government Employees (SGEs). Representative members are selected to represent the points of view held by organizations, associations, or classes of individuals. In selecting members, EPA will consider candidates from business and industry, academic institutions, State, local and tribal governments, EPA officials, unions, public interest groups, environmental organizations and service groups.

#### 5. OTHER BALANCE FACTORS

*List any other factors EPA identifies as important in achieving a balanced FAC*

CAAAC's membership provides a balance between public and private segments of society affected by, and interested in, the implementation of the Clean Air Act. Appointments to the CAAAC are also made to insure that the Committee retains representation from various parts of the country with sensitivity to environmental justice, minority groups, and gender concerns.

#### 6. CANDIDATE IDENTIFICATION PROCESS

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance.*

*The summary should:*

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms the DFO meets with EPA's Office of Diversity, Advisory Committee Management and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan.

The DFO solicits representative candidate names through a Federal Register notice and from individuals who are actively engaged in business and industry, academic institutions, State, local and tribal governments, EPA officials, unions, public interest groups, environmental organizations and service groups.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each candidate is researched to determine whether the person is a federally registered lobbyist. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the CAAAC will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. CAAAC members are usually appointed for a two-year term. Generally, members may be reappointed for a total of 6 years.

## **7. SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

## **8. OTHER**

*Provide any additional information that supports the balance of the FAC*

Not applicable.

## **9. DATE PREPARED/UPDATED**

July 2, 2014